

THE TULALIP TRIBES
Tribal Police
Job Description

JOB TITLE: Police Officer Entry

JOB NUMBER: TTT-105-08

NOTE: Sections in box are minimum requirements that all applicants must have to be considered for this job. These requirements must be stated on your application form to be considered for this position.

The Tulalip Tribes publicly announces that Indian Preference in hiring shall apply to Tulalip Tribal job opportunities.

Education: (Please attach all required education documents with application; i.e., diploma, degrees, certificates, etc.)

☐ High School Diploma or GED equivalent required (Attach documentation with application)

Skills:

- ☐ Must be computer literate and the ability to learn new computer programs
- ☐ Must have excellent communications skills both oral and written
- ☐ Must be able to write concise and accurate reports

Experience:

- ☐ No prior experience is required.

Other Requirements:

- ☐ Must adhere to the direction provided in the Tulalip Tribal Police Services Policy and Procedures Manual.
- ☐ Must have current First Aid and CPR certifications. **If applicant does not meet this requirement, employer will allow six (6) months from hire date to obtain as a condition of employment. (Attach documentation with application)*
- ☐ Must not have been arrested for, or convicted of, any crime of violence of which any disposition exist except not guilty.
- ☐ Must not have been convicted of any felony crime.
- ☐ May have only minor traffic infractions provided they are not numerous. (Attach DMV documentation with application)
- ☐ Must advise of any drug use during lifetime, whether arrested or not, may attest that they no longer use or sponsor the use of drugs. (Juvenile convictions without adult arrests or convictions, as long as declared, will not disqualify applicant.)
- ☐ Must pass a criminal background investigation, national agency check of their finger prints, WASIC, and NCIC records.
- ☐ Receive a psychological evaluation by police services appointed psychologist and polygraph test. (Tests required)
- ☐ Must submit a medical examination form, clearing applicant for participation in physical fitness.
- ☐ Must have the ability to pass the Washington State Academy physical performance test. (Test required)
- ☐ Must be available to work any shift assigned to including days, swing, grave, weekends and/or holidays.
- ☐ Must have a successful employment history with the Tulalip Tribes and/or other current and past employers.

Physical Characteristics and/or Prerequisites:

- ☐ Manual and finger dexterity for the operation of a personal computer, routine paperwork, and issued equipment
- ☐ Strength to lift objects weighing 100 lbs. on an occasional basis and 40 lbs. on a frequent basis
- ☐ Stamina to sit, stand, walk, and/or run for prolonged periods of time
- ☐ Mobility to bend and/or stoop on a regular basis
- ☐ Mobility to climb stairs on an occasional basis
- ☐ Tolerance and patience to deal with upset, angry, frustrated, and/or intoxicated persons

Tribal Department: Tulalip Police Department

Employee Classification: Non-Exempt

Employee Reports To: Tulalip Chief of Police

Job Summary: Patrols the exterior boundaries of the reservation, prevent crime, and enforce Tribal, State, and Federal Laws. Make arrest, investigate reports, and serve search warrants, criminal summons, traffic citations, and required legal reports. Take statements and conduct interviews with witnesses, suspects, and defendants. Participate in community service-crime prevention and youth programs. Provides support and Backup County, City, State, and Tribal Officers as well as Tribal Gaming Agents and other tribal programs.

Specific Duties Performed:

1. Patrol all tribal resident areas, business locations, marinas, docks, roadways, and tribal administration buildings.
2. Take active part in crime prevention programs that include drug awareness, alcohol awareness, school programs, educational programs, Boys and Girls Club activities, and youth sports activities.
3. Enforce traffic codes, write citations, civil infractions, arrest intoxicated drivers, and conduct traffic education programs reservation wide.
4. Investigate drug abuse activities, arrest violators and serve search warrants upon a showing of probable cause to the Tulalip Tribal Court on drug dealers, sellers and users.
5. Assist with drug education programs with youth and adults.
6. Operate patrol video camera, video evidence cameras, and police service video cameras monitoring tribal buildings/ marina; maintain chain of custody for video evidence.
7. Provide first aid/ EMS response, CPR, and natural disaster response during emergency conditions.
8. Arrest criminal violators, write criminal investigative reports, search warrant, arrest warrants, prepare probable cause statement, patrol logs, and prepare required report of the Xpedito computer system.
9. Provide mutual aid according to policy and to support County, State, Federal, and other tribal enforcement agencies within the guidelines of tribal codes.
10. Testify in Tribal, Federal, and State courts and act as bailiff during tribal hearings.
11. Transport prisoners to and from court appearances, during arrest and bookings, and to court directed appointments.
12. Maintain their assigned patrol vehicles; ensuring maintenance is completed daily, keeping vehicle clean and professional in appearance, operating according to state traffic codes.
13. Qualify quarterly with all defensive equipment, including firearms, chemical agent, baton, handcuffs, and restraining devices.
14. Collect criminal evidence, maintaining the chain of custody following guideline of the rules evidence, preserving and gathering according to Washington State Crime Lab standards.
15. Follow all guidelines contained in the Tulalip Tribal Police Services Policy and Procedures manual.

Terms of Employment: This is a Regular Full-time position, requiring at least 40 hours per work, or 2080 hours per year.

Pay Range: \$20.70 – \$23.96 per hour

Opening Date: September 2, 2008

Closing Date: September 15, 2008 at 4:00 pm

Please return your completed application with required attachments, by the closing date and time, to the Tulalip Tribes Employment Office, located at 6103 31st Avenue N.E. Tulalip, WA 98271. Tulalip Employment hours Monday-Friday, 8:00 a.m. to 4:30 p.m. (360) 716-4747 or toll free 1(800) 869-8287.